

SECTION V - ADMINISTRATIVE REQUIREMENTS

A. INTRODUCTION

This section contains all the non-technical and non-business requirements covering the responsibility aspects of the Bidder, to all of which the Bidder must comply. Any material deviation in the bid will cause it to be rejected, and any nonmaterial deviation may cause it to be rejected.

In addition to meeting the Section VI - Project Management, Business, and Technical Requirements of this RFP, Bidders must adhere to and provide a written response to all the administrative requirements in this section to be responsive. Bidders must also comply with the rules in Section II - Rules Governing Competition, the procurement schedule specified in Section I.F, the format specified in Section VIII - Proposal Format, and the completion of cost sheets specified in Section VII - Cost Tables.

Bidders must agree to comply with each of these requirements. They are considered "Pass/Fail." Bidders must complete Exhibit V.5 - Administrative Requirements Response Matrix.

1. Proposal Cover Letter

A cover letter of the Proposal, which will be considered an integral part of the Proposal, must be signed by an individual who is authorized to bind the Bidder contractually. The cover letter must state that the individual is so authorized and must identify the title or position that the individual holds in the Bidder's firm. An unsigned cover letter shall cause the Final Proposal to be rejected.

Requirement A1 Bidder's Proposal must contain a signed Cover Letter, which must contain the following:

- (a) Proposal Cover Letter must be signed by authorized individual and indicate that the signer is authorized to bind the firm contractually, and identifies the signer's title.
- (b) Statement that the proposal is firm's binding offer good for 180 days from scheduled date for contract award.
- (c) Statement indicating that the Bidder has available staff with the appropriate skills to complete performance under the contract for all services and provide all deliverables as described in this RFP.
- (d) Statement accepting full Prime Contractor responsibility for coordinating, controlling, and delivering all aspects of the contract and any subcontractors on their team.

2. Executive Summary of Proposal

Requirement A2 Bidder's Proposal must contain an Executive Summary of their proposed solution, which includes the following information:

- (a) Summary of the Proposed Solution;
- (b) List of the firms and individuals proposed as subcontractors (if applicable), staff names, and the experience of the proposed team with Voter Registration automation;
- (c) Summary of the technology proposed;
- (d) Summary of Bidder's approach to meeting the business functional requirements;

- (e) The degree to which the proposed solution components are currently in use; and
- (f) Summary of the California Office of the Secretary of State's (SOS's) responsibilities in support of the Proposed Solution.

B. PRODUCTIVE USE REQUIREMENTS

The SOS requires that each equipment and commercial software component proposed as part of an automated system must have been installed and in productive use, in substantially the conformation bid, for a paying customer external to the Bidder's organization, for at least the number of months shown in the table below prior to the required Final Bid submission date. If the Bidder is hosting the application at his or her own data center for a paying customer, it can be considered as "external" to the Bidder's organization.

Table V.1 – In Use Requirements

<u>Product/Project Cost</u>	<u>Final Bid Submission</u>
<u>Category 1 - Critical Software</u> <u>Critical software</u> is software that is required to control the overall operation of a computer system or peripheral equipment. Included in this category are operating systems, data base management systems, language interpreters, assemblers and compilers, communications software, and other essential system software.	
(1) More than \$100,000	6 months
(2) \$10,000 up to \$100,000	3 months
(3) Less than \$10,000	1 month
<u>Category 2 - All Information Technology Equipment and Non-critical Software</u> Information technology equipment is defined in SAM Section 4819.2.	
(1) More than \$100,000	4 months
(2) \$10,000 up to \$100,000	3 months
(3) Less than \$10,000	1 month

Substantial design changes in required system control modules or in components critical to the processing requirements of the SOS's workload are also subject to the In-use requirement. Increases or decreases in numbers of components or minor alteration in equipment or minor modifications or updates to software to provide improvements or features, to correct errors, or to accommodate hardware changes may be **exempt** from the In-use requirement by the Department of General Services (DGS), Procurement Division (PD), if no substantial changes in logic.

SOS has the option to request the Bidder to provide a customer reference supporting evidence of compliance to the Customer In-Use requirements for the application or hardware if the proposed hardware is not in use and supported by SOS. Supporting evidence could include, but is not necessarily limited to, one or more of the following:

- Customer Purchase Order or Contract showing installation dates for subject equipment or software.
- Acceptance Document containing verification of installation by a paying customer.
- Customer Invoice for subject equipment or software.
- Shipping Invoice or Bill of Lading.
- Dated Maintenance Records.
- Sworn Notarized Statement from an officer of the bidding firm and/or a paying customer.
- SOS visit to the site of a paying customer.

Requirement A3 Bidders must provide data to support that the solution proposed (both proposed hardware, operating system software, database and Commercial-off-the-Shelf (COTS) or other third party application software) meets the Productive Use requirements.

C. BIDDER RESPONSIBILITY

Prior to award of the contract, the SOS must be assured that the Bidder selected has all of the resources to successfully perform under the contract. This includes, but is not limited to, experience in delivering the products and services similar to those required for this project, personnel in the numbers and with the skills required, and experience in similar endeavors. If, during the evaluation process, the SOS is unable to assure itself of the Bidder's ability to perform under the contract, if awarded, the SOS has the option of requesting from the Bidder any information that the SOS deems necessary to determine the Bidder's responsibility. If such information is required, the Bidder will be notified and will be permitted five (5) working days to submit the information requested.

1. Customer References

The Bidder **must** provide a minimum of three (3) references for customers of the Bidder and one for their key subcontractors that presently have similar technology and business functionality installed and operating, and where the Bidder provided the implementation services. A key subcontractor is defined as a subcontracted firm providing more than 10% of the total services. At a minimum, one customer reference **must** be included for any proposed re-use application software. If a Bidder has a subcontractor that is providing critical software or services, a minimum of one (1) reference for the subcontractor must also be included. If the Bidder is proposing the VoteCal Election Management System (EMS), at least one (1) reference must be included for this application in productive use. Exhibit V.1 must be completed with customer reference information.

The purpose of the Customer Reference check to provide SOS the ability to verify the claims made in the proposal by the Bidder. In addition, the Customer References contacts must confirm the Bidders statements as to the performance of the application the Bidder developed and/or performance of the implementation staff.

A minimum of three (3) references will be checked for the Bidder firm and at least one (1) reference will be checked for each key subcontractor firm.

Requirement A4 Bidders must provide a minimum of three (3) Bidder customer references for customers of the Bidder and one (1) for their key subcontractors that presently have similar technology and ~~business~~-functionality installed and operating for a comparable business process, and where the Bidder provided the implementation services as stated above on Exhibit V.1. SOS reserves the right to call any or all of the references provided. It is the responsibility of the Bidder to contact their customer references and make them aware that SOS may be contacting them for a reference. SOS will inform the Bidder if a reference is non-responsive so they may ensure they are available. If SOS is unable to contact any of the references, the Bidder will be deemed non-responsive. The State has the option of requesting from the Bidder any information the State deems necessary to determine the Bidder's capabilities and past performance.

Bidders must provide references as closely comparable to the SOS VoteCal requirements as possible. Bidders must have experience developing complex interfaces and with data conversions of files from non-relational and relational databases, paper files, electronically stored images, and desktop and server files.

Evaluation of the customer references will be scored as discussed in RFP Section IX.

2. Insurance Requirements

The Bidder must maintain in force (as required by State law) a valid Worker's Compensation Insurance Policy for all employees engaged in the performance of the contract and agree to furnish SOS satisfactory evidence thereof at the time of Final Proposal submittal and at any time SOS may so request.

Requirement A5 Bidder must provide a proof of a valid Worker's Compensation Insurance Policy and completed Exhibit V.2.

3. Bonds

In order to protect the State and reduce the potential project risks, all Bidders must submit the following security instrument as described below with its Final Proposal response. Final Proposal responses submitted without a Letter of Bondability shall be considered non-responsive and the bid shall be rejected. For this requirement, the length of time for surety consideration shall be through implementation and warranty/maintenance period of one (1) year.

Letter of Bondability and Bond.

The Letter of Bondability shall be from an admitted Surety Insurer which states the surety unconditionally offers to guarantee to the extent of **fifty percent (50%) of the Project Deliverables Cost** ~~(excluding hardware)~~ guarantying the Bidder's performance in all respects of the terms and conditions and provisions of the Agreement.

Because of the potential consequences, which might result if the successful Bidder is unable to furnish the surety document, Bidders should take the necessary steps, prior to submittal of their proposals, to ensure that if awarded the contract; they will be able to comply with this requirement. Failure to submit the required Bond within 21 calendar days after contract award may be cause for termination of the contract.

Requirement A6 Bidder must submit a Letter of Bondability in the amount of 50% of the Project Deliverable Costs ~~_(excluding hardware)_~~ for the period of system implementation and one year of warranty/maintenance. The Letter must be

submitted in response to this Requirement as required in RFP Section VIII – Proposal Format. However, in response to this Requirement, said letter must have the cost figures redacted. The complete unaltered letter must be included in the Cost Volume in the Final Proposal. Failure to redact the cost figures from the Letter of Bondability will be cause for disqualification.

Within 21 calendar days after award of contract (unless submitted with the Proposal), the successful Bidder MUST submit the required Performance Bond.

D. CONFIDENTIALITY

The Bidder engaging in services pertaining to this project, requiring contact with confidential State voter information, will be required to exercise security precautions for all such data that is made available and must accept full legal responsibility for the protection of this confidential information. This includes all statistical, personal, technical and/or other confidential personal data and information relating to SOS's operations that are designated confidential by the VoteCal Project.

To preserve the integrity of the security measures integrated into the State's automated information systems, each Contractor that has not already done so through the "Intent to Submit a Proposal" process is required to sign a Confidentiality Statement. Under no circumstances shall the Bidder sell or otherwise disclose to any unauthorized third party, or inappropriately use or publish the contents of any records or data submitted for processing.

Requirement A7 Bidder must provide a signed Exhibit I.C - Confidentiality Statement. Prior to starting the project, the contractor must submit a signed confidentiality statement from each staff member.

E. CONDITIONS TO BE EXAMINED

Visits to the physical sites or to appropriate persons may be made in accordance with Section II.C.3 - Examination of the Work for the purpose of familiarization with the current system(s), environment, applications, etc.

Requirement A8 Bidder must provide an affirmative statement agreeing to install and test all hardware required to support the proposed solution and, where required, provide assistance to SOS in interfacing the solution to the existing installed equipment and infrastructure.

F. DISABLED VETERAN BUSINESS ENTERPRISE (DVBE) PARTICIPATION REQUIREMENT

PLEASE READ THESE REQUIREMENTS CAREFULLY. FAILURE TO COMPLY WITH THE MINIMUM DVBE PARTICIPATION REQUIREMENT WILL CAUSE YOUR SOLICITATION RESPONSE TO BE DEEMED NONRESPONSIVE AND YOUR FIRM INELIGIBLE FOR AWARD OF THE PROPOSED CONTRACT.

DVBE Participation - Required

Bidders must fully comply with DVBE Participation Program requirements. Failure to submit a complete response will result in a non-responsive determination, in which case the Final Proposal will be rejected. Refer to the website below for the DVBE Resource Packet, Documentation of DVBE Program Requirements, and DVBE form (STD. 840) that must be completed and submitted with the Final Proposal.

Review the DVBE instructions and complete applicable forms, accessible on-line at:

<http://www.pd.dgs.ca.gov/publications/default.htm>.

NOTE: In Option B, Good Faith Effort, Step 3, advertisement(s) must be published at least fourteen (14) days prior to the Final Proposal submission date for a period of fourteen (14) days. It is acceptable to advertise in just one (1) trade or DVBE paper if it fulfills both trade and focus requirements as defined in California Code of Regulations, Title 2, Section 1896.61(k), in which case one (1) ad is acceptable. Please see the DVBE Resource Packet for a list of acceptable publications.

The Office of Small Business and DVBE Services offers program information and may be reached at:

Office of Small Business and DVBE Services
707 Third Street, 1st Floor, Room 400
West Sacramento, CA 95605

<http://www.pd.dgs.ca.gov/smbus>

Receptionist: (916) 375-4400 Fax: (916) 375-4613
(800) 559-5529

It is important to note that all participation commitments are to be captured on the STD. 840, found at:

<http://www.documents.dgs.ca.gov/pd/poliproc/Std840webproof5.pdf>.

This form allows for submission of a percentage and/or cost figures. For the Draft and Final Proposal, do not include dollar values on the copy of the DVBE participation form included in Volume I of the bidder's response – use "XXX" or percentage in place of any dollar values. In the Final Proposal, also include the completed form with the cost tables and actual dollar amounts in the sealed Final Proposal Volume III - Cost. Inclusion of dollar amounts in any volume other than the Cost section may be a material deviation.

Disabled Veteran Business Enterprise (DVBE) Incentive – Optional

The DVBE Incentive requirement is optional, but will provide additional points to be factored in for contract award purposes.

State law has required that State contracts have participation goals of three percent (3%) for DVBEs on each awarding department's annual expenditures. Additionally, new law, effective January 1, 2006 (Senate Bill 115) revised the Military and Veterans Code Section 999.5(a) to provide an incentive for DVBE participation in State contracts. The incentive for this procurement provides additional points for those bidders that achieve at least one percent (1%) certified DVBE participation. Participation incentives will be rewarded based on the table that follows, also described in Section IX - Evaluation and Selection.

NOTE: This change of statute does not preclude the requirement to meet the minimum three percent (3%) participation, and/or to perform a "good faith effort."

In accordance with Section 999.5(a) of the Military and Veterans Code, Incentive points will be given to bidders who provide Disabled Veteran Business Enterprise (DVBE) participation surpassing designated minimum thresholds. For contract award purposes only, the State shall add Incentive points to proposals that include California certified DVBE participation as identified on the Bidder Declaration GSPD-05-105 located at: www.documents.dgs.ca.gov/pd/delegations/GSPD105.pdf.

To meet the required minimum DVBE participation and/or to gain an optional DVBE Incentive, the bidder must also complete the STD. 840 and STD. 843. The Incentive amount for awards is based on the amount of DVBE participation obtained. The Incentive is only given to those bidders who are responsive to the DVBE Program Requirement and propose DVBE participation in the resulting contract.

Table V.2 – DVBE Point Scale

DVBE POINT SCALE (See Section IX - Evaluation and Selection)	
Confirmed DVBE participation of:	DVBE Incentive:
4% or more	5%
3% or more but less than 4%	4%
2% or more but less than 3%	3%
1% or more but less than 2%	2%
Less than 1%	0%

Requirement **A8A9**: Bidder must provide Exhibit V.3 and all completed DVBE supporting documentation required in Exhibit V.3.

G. PREFERENCE PROGRAMS

The items discussed in this section are optional. The State's denial of any of the preference requests is not a basis for rejection of the proposal. Bidders not claiming any of these preferences may enter "Not Applicable" in response.

1. **TARGET AREA CONTRACT PREFERENCE ACT (TACPA)**

The intent of the Target Area Contract Preference Act (TACPA) is to promote economic development and employment opportunities in distressed areas of the State by offering bidding preferences on qualified RFPs. TACPA provides for two preferences: worksite and workforce. Target Area Contract Preference will be granted to California-based companies in accordance with Government Code Section 4530 whenever contracts for goods or services are in excess of \$100,000 and the Bidders meet certain requirements as defined in the California Code of Regulations (Title 2, Section 1806.30 et seq.) regarding labor needed to provide the goods being procured. Bidder's questions regarding this preference are to be directed to the Office of Small Business and DVBE Services, (916) 375-4940. Bidders desiring to claim this preference for services must submit a fully executed copy of the TACPA form, STD. Form 830, available at:

www.documents.dgs.ca.gov/osp/pdf/STD830.pdf.

The Bidder shall submit a fully executed copy of the STD. 830 to claim the TACPA preference. Bidder's Draft and Final Proposals need not contain this item if there is no intention to claim this preference.

2. **ENTERPRISE ZONE ACT (EZA)**

The intent of the Enterprise Zone Act (EZA) is to promote economic development and employment opportunities in designated enterprise zones by offering bidding preferences on qualified solicitations. EZA provides for two preferences: worksite and workforce. These preferences are explained in detail on the STD. 831. For a copy of STD. 831 refer to:

<http://www.documents.dgs.ca.gov/osp/pdf/std831.pdf>.

Government Code Section 7070, et seq., provides that California-based companies may be granted preferences when bidding on State contracts in excess of \$100,000 for goods and services (excluding construction contracts) if the business site is located within designated Enterprise Zones.

The Bidder shall submit a fully executed copy of the STD. 831 to claim the EZA preference. Bidder's Draft and Final Proposals need not contain this item if there is no intention to claim this preference.

3. LOCAL AGENCY MILITARY BASE RECOVERY ACT (LAMBRA)

Government Code Section 7118 et seq. and California Code of Regulations, Title 2, Section 1896, 100 et seq. provide that a California-based company may be granted a preference when bidding on State Contracts in excess of \$100,000 if it qualifies for and applies for the Local Agency Military Base Recovery Area (LAMBRA) Act preference. This preference is explained in detail on the DGS website at: www.documents.dgs.ca.gov/osp/pdf/STD832.pdf.

The Bidder shall submit a fully executed copy of the STD. 832 to claim the LAMBRA preference. Bidder's Draft and Final Proposals need not contain this item if there is no intention to claim this preference.

4. SMALL BUSINESS PREFERENCE

California Government Code Section 14835, et seq. requires a five percent (5%) preference be given to bidders who qualify as a Certified Small Business or up to a five percent (5%) preference be given to non-small business bidders that provide for small business subcontractor participation. The rules and regulations of this law, including the definition of a small business for the delivery of goods and services are contained in Title 2, California Code of Regulations, Section 1896, et seq. A copy of the regulations is available upon request from the Procurement Division, Office of Small Business and DVBE Services (OSDS).

In order to claim the Small Business Preference, bidder's proposal must contain a copy of each OSDS Small Business Certification Letter or must evidence the application(s) is/are on-file at OSDS. Bidders not certified by 5:00 pm on the Final Proposal due date must be certified prior to the proposed date of the Letter of Intent to Award (see Section I.F - Key Action Dates). Additionally, bidders must meet all the requirements of California Code of Regulations Section 1896, et seq. to claim this preference. Bidder's Draft and Final Proposals need not contain this item if there is no intention to claim this preference.

In addition, on January 1, 2004, Chapter 623, Statutes of 2003, became effective and required all Small Businesses, Micro Businesses and Disabled Veteran Business Enterprises (DVBEs) to perform a "Commercially Useful Function" in any contract they perform for the State. State Form GSPD-05-105 located at: www.documents.dgs.ca.gov/pd/delegations/GSPD105.pdf, and a complete Exhibit V.4 – Small Business Form must be completed by bidders utilizing small business and/or DVBE contractors.

A business that is performing a Commercially Useful Function is one that does all of the following:

1. Is responsible for the execution of a distinct element of the work of the contract;
2. Carries out its obligation by actually performing, managing, or supervising the work involved;
3. Performs work that is normal for its business, services and function; and
4. Is not further subcontracting a portion of the work that is greater than that expected to be subcontracted by normal industry practices

Requirement **A9A10**: Bidders wishing to request any of these preferences must complete the appropriate forms and include them in response to this Requirement. If not requested enter "Not Requested" or "Not Applicable" in response.

Please refer to Section IX - Evaluation and Selection for more information regarding the scoring of the small business preference.

H. QUALIFICATION TO DO BUSINESS IN THE STATE OF CALIFORNIA

The Prime Bidder and all subcontractors proposed which are to receive 10% or more of the total compensation must be qualified to do business and in good standing in California, and for such firms, the Bidder's proposal must contain California business qualification(s). For more information on how to obtain qualification to do business in California, or to obtain copies of such certification, see the California Secretary of State Business Portal at their website:

<http://www.ss.ca.gov/business/business.htm>

Requirement ~~A10~~A11: The Prime Bidder and all subcontractors proposed which are to receive ten percent (10%) or more of the total compensation must submit a California Certificate of Good Standing.

I. OTHER ADMINISTRATIVE REQUIREMENTS

Payee Data Record, STD. 204 - Bidders must submit a signed Payee Data Record, STD. 204, with their Final Proposal submission. Bidders must download the form at:

<http://www.documents.dgs.ca.gov/osp/pdf/STD204.pdf>

Requirement ~~A11~~A12: Bidder must submit a signed Payee Data Record (STD. 204).

EXHIBIT V.1 - CUSTOMER PROJECT REFERENCE FORM

Bidders must provide references in accordance with instructions contained in Section V.C.1 and Requirement A4. **Submission of this Exhibit is Mandatory.** Failure to complete and return this Exhibit with your proposal will cause your proposal to be rejected and deemed non-responsive.

Bidder Name:	Firm/Sub-Contractor Name:
General Project Profile of Reference	
Contact Name:	
Title:	
City, State, Zip:	
Phone:	
Type of Business (circle 1):	Public Private Sector
System Profile	
Operating System & Version #:	
Application Product(s) and Version # Used:	
Circle all that are appropriate:	COTS Custom Developed COTS Modified Other:
List Elections related Modules Installed and In Production Use, if any:	Statewide Voter Registration Local Voter Registration Election Management Others:
List Elections related Modules Available and not In Production Use by reference:	
Reason for Not Using Modules:	
Number of End Users (direct users who directly interact with the system):	
Number of records in current system:	
Number of records converted from legacy system to new:	
Why was this product chosen?	Functionality? Ease of Use? Integration ease with current technology? Cost? Other Considerations? (Explain) Was the Vendor willing to build new functionality? Yes No

Bidder Name:		Firm/Sub-Contractor Name:					
What types of databases are currently implemented in the system?		DB2	IDMS	IMS	Oracle	VSAM file	SQL
Does your vendor solution interface with any independent business applications or systems? (Identify/list) (examples, DMV, counties, etc)		(verify from actual reference)					
Project Description							
Project Objectives:							
Bidder Firm's Involvement:							
Project Benefits:							
Comments:							
Project Success							
How long has the system been in production?							
Were the Project's objectives, as stated by the customer, met? If not, explain.							
Was the system implemented substantially as proposed?							
What significant issues were experienced during development and implementation?							
On Time? If not how late and the reasons?							
On Budget? If not how much over budget and the reasons?							
Would you use this Implementer on another project?							
If no, why not?							
How could the vendor have done better?							
Any other comments:							

EXHIBIT V.2 - WORKERS' COMPENSATION CERTIFICATION

The undersigned in submitting this document hereby certifies the following:

I am aware of the provisions of Section 3700 of the California Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with such provisions before commencing the performance of the work of this contract.

Signature

Date

Name and Title (Print or Type)

Street Address

Firm Name

City, State, and ZIP

EXHIBIT V.3 DISABLED VETERANS ENTERPRISE PROGRAM

ALL BIDDERS, PLEASE CHECK THE APPROPRIATE LINE AND FILL IN (WHERE APPLICABLE) THE ESTIMATED PERCENTAGE(S) CONCERNING DVBE PARTICIPATION RATES AND INCENTIVES:

_____ I am a certified Disabled Veteran Business Enterprise (DVBE) and will be meeting the DVBE participation requirement based on a _____% DVBE participation rate in this project. I will be performing a "Commercially Useful Function," which I have described in the proposal. A copy of my DVBE certification from the OSDS is attached along with the completed required forms (GSPD-05-105, STD. 840, and STD. 843).

_____ I am not a certified DVBE and have not yet established certified DVBE participation in this project. I will therefore be completing a "Good Faith Effort" (GFE) to solicit DVBE subcontractor participation, in the event I am unable to garner at least 3% participation from certified DVBEs. In the event that I am able to obtain certified DVBE participation via a GFE, I will provide the DVBE certifications and required forms (GSPD-05-105, STD. 840, and STD. 843) with my Final Proposal.

_____ I am not a certified DVBE but I am using certified DVBE subcontractors as listed on the GSPD-05-105 form. A copy of the participating DVBE certification(s) from the OSDS is attached along with the completed required forms (GSPD-05-105, STD. 840, and STD. 843).

EXHIBIT V.4 – SMALL BUSINESS

ALL BIDDERS, PLEASE CHECK THE APPROPRIATE LINE

_____ I am a certified Small Business and/or Micro-Business and will be claiming the Small Business Preference. A copy of my certification from the OSDS is provided along with a completed GSPD-05-105 form.

_____ I have recently filed for the Small Business and/or Micro-Business preference but have not yet received certification. A copy of my filing and a completed GSPD-05-105 is provided. I understand I must be certified by OSDS prior to 5:00 pm on the scheduled Letter of Intent to Award date, to receive this preference.

_____ I have recently filed for the Small Business and/or Micro-Business preference but have not yet received certification. A copy of my filing and a completed GSPD-05-105 is provided. I understand I must be certified by OSDS prior to 5:00 pm on the scheduled Letter of Intent to Award date, to receive this preference.

_____ I am not a Small Business, but will be subcontracting at least 25% of the total contract dollar value to a certified Small Business. A copy of the Small Business certification from the OSDS is provided along with a completed GSPD-05-105 form.

EXHIBIT V.5 – ADMINISTRATIVE REQUIREMENTS RESPONSE MATRIX

Requirement #	Response Section/Page #	Bidder Meets Requirement? (Yes or No)
A1		
A2		
A3		
A4		
A5		
A6		
A7		
A8		
A9		
A10		
A11		
A12		